



Project site address:

Project Number:

Project Type: ☐ MUP ☐ Short Plat ☐ Demo ☐ STFI ☐ Const

Project site owner:

Owner's Representative:

Mailing Address:
(City, State, Zip)

Phone No: Fax No.

e-mail address:

Project description:

Proposed excavation, fill and other grading:

Proposed foundation type(s):

Authorization to conduct Site Visit:

I am the (owner, owner's authorized representative) of the above addressed property and hereby give permission to the City of Seattle, Department of Planning and Development to enter the above addressed property to conduct a Pre-Application Site Visit. I agree to inform the property's tenants, if any, of the site visit. I am aware that if conditions at the addressed site present a hindrance to the inspector, such as uncontrolled dogs or uncooperative tenants, the Pre-Application Site Visit will not be conducted and the scheduled site visit and fee may be forfeited.

Signed: _____

Dated: _____

Daytime Phone No.: _____

Please circle one of the following:

Owner Renter/lessee Vacant
Occupied Occupied

Instructions for completing and submitting:

Pre-Application Site Visit Request Form:

- Fill-out Request Form completely; be sure to fill-out all the boxes and sign where noted in the Authorization box.
- Request Forms will not be accepted without address and project number.
- Attach a plot plan to this Request Form; either attach a previously prepared plot plan or carefully draw a plot plan on the attached Plot Plan grid sheet.

Submit Request Form and Plot Plan by:

- Bring the Request Form and Plot Plan to the Site Development Desk (address below); pay the \$113.00 site visit fee at the cashier's window before dropping off the Request Form.

Or

- Mail the Request Form, Plot Plan and a check (payable to "City of Seattle") for \$113.00 to:

City of Seattle
Department of Planning and Development
P. O. Box 34234
Seattle, WA 98124-1234
Attention: ASC Intake Staff

**Pre-Application Site Visit
Fee*:**

\$ **\$113.00**

ASC Staff: _____

Date: _____

Register Key 665
Component Number 75
Project Code USITEDEV

Fee Paid (stamp):

Receipt # _____

Pre-Application Site Visit

To be used if prepared plot plan is not available

Plot Plan

Address _____ **Project #** _____

Show the following:

- North arrow
- Property Lines
- Street and alleys
- Existing structures; label and show distance to property lines
- Proposed construction; label and show distance to property lines
- Location, diameter and common name of trees greater than 6-inches diameter

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are no margins, text, or other markings on the page.